

SYLLABUS 2021-22

CLASS - 4

Content

English Lit.

English Lang,

Science

S.S

Maths

Hindi

Computer

Eng. Lan - 4

S.N.	Month	Topic	Sub Concept	Activity
1.	April	1. Noun-1	• Compound Nouns	Group discussion
2.	June	1. Noun-1_Continue... 2. Noun - II 3. Pronouns Paragraph writing	• Countable and Uncountable • General	Circle countable and uncountable nouns with colour. class Interaction.
3.	July	4. Pronouns II Paragraph Writing 5. Possessive Adjectives and possessive pronouns.	• Personal pronouns • Possessive Adjectives • Possessive Pronouns.	Pronouns would use for your family members Group discussion
4.	Aug.	6. Verb-I 7. Verb-II 8. Verb-III Paragraph writing	• The ing form • Past participles and perfect Tenses • Have	Group discussion Unscramble the given verbs and make short oral sentences.
5.	Sep.	9. Agreement of verb with subject. Paragraph writing Letter writing Comprehension Story writing.	• The subject • Finite verbs • Informal	'Tense Competition.
6.	Oct.	12. Adjectives - I 13. Adjective -II	• Qualitative Quantitative and Demonstrative • Degrees of comparision	Crossword Adjectives Class Interaction
7.	Dec.	14. Prepositions 15. Adverbs-I 16. Adverbs-II Paragraph Writing	• Use of in, on towards, intofrom, to etc. • Manner, place and Time • Degrees of Comparison	Short story Dictionary work Group discussion
8.	Jan.	17. conjunctions 18. Interjections 19. Direct and Indirect speech Paragraph writing letter	• and , but, so, because unless while • Expression of disgust, concert, sorrow and hesitation. • Direct speech • Indirect speech • Formal	Connectors Game Group discussion Class Interaction
9.	Feb.	20. Kinds of sentences 21. Use of capital letters 22. Proverbs Letter Diary writing Comprehension	• Four kinds of sentences • Negative forms • Small or capital letters • Well - known proverbs. • Formal	Class interaction Describe your best experience in five sentences. Group discussion
10.	March		Revesion	

Science - 4

S.N.	Month	Topic	Sub Concept	Activity
1.	June	Ch-1 : Human Body : Food we Eat	<ul style="list-style-type: none"> - What does the food contain ? - Components of food - Balanced diet - Avoiding waste of food - Care for plants and our environment 	- Write a short story based on avoiding wastage of food.
2.	July	Ch-2 : Human Body : The teeth Ch-3 : Human Body : Digestive and excretory systems	<ul style="list-style-type: none"> - Teeth - Types of teeth - Parts of a tooth - Care of teeth and gums - Digestive system - Excretory system - Healthy habits related to digestion and excretion. 	<ul style="list-style-type: none"> - Make a model of 4 types of teeth - Model on excretory system
3.	Aug.	Ch-4. : plants in the surroundings and environments.	<ul style="list-style-type: none"> - Parts of a plant - Root - Shoot - Parts of leaf - Functions of leaf - Food prepared by plants. - Uses of plants - Plant products 	- Make a paper bag using old news paper
4.	Sept..	Ch-5 : Adaptation in plants Ch-6 : Adaptation in Animals	<ul style="list-style-type: none"> - Habitat and adaptation - Terrestrial plants - Aquatic plants - Some other adaptations. - Why do animals need to adapt ? - Adaptations based on habitat - Adaptations based on eating habitats. - Care and concern for animals. 	<ul style="list-style-type: none"> - Make a poster on topic stop Deforestation - Collect information on project Tiger and paste pictures related to it.
5.	Oct.	Ch-6 : Contunue.... Revision		
6.	Nov.	Ch-7 : Air Ch-8. : Materials and solutions	<ul style="list-style-type: none"> - Matter - Air - Components of air - Uses of air - Air pollution - Solute, solvent and solution - Soluble and insoluble substances 	<ul style="list-style-type: none"> - Experiments on various properties of air - Experiment on solubility.

Science - 4

S.N.	Month	Topic	Sub Concept	Activity
7.	Dec.	Ch-9 : Light	<ul style="list-style-type: none"> - Methods of separation of soluble and insoluble substances. - Sources of light - Types of objects - Properties of light - How do we see through things? - How shadows are formed ? 	<ul style="list-style-type: none"> - Make a model on light travels in a straight line.
8.	Jan.	Ch-10 : Measurement	<ul style="list-style-type: none"> - Measurement and its need - Measurement of mass, time, capacity and temperature 	<ul style="list-style-type: none"> - Make a list of 5 things. write us measuring instruments and its units.
9.	Feb.	Ch-11 : Push and pull	<ul style="list-style-type: none"> - Push and pull - Force 	<ul style="list-style-type: none"> - Group activity on various forces
10.	March	Ch-12 : Friction as a force	<ul style="list-style-type: none"> - Types of forces - Friction - How to reduce friction - Harmful effects of friction 	<ul style="list-style-type: none"> - Make a list of different situations of day to day when you experience friction.
11.	April	Revision		

Paper Style

UT - 1 : Ch - 1, 2

SA-1 : Ch-3,4,5,6

UT - 2 : Ch - 7, 8

SA-2 : Ch - 9,10,11,12

UT- 1 & UT- 2

- Q.1. a. Fill in the blanks
b. Choose the correct option.
- Q.2 a. True or false
b. Name the following
- Q.3 a. Give two examples
b. Define
- Q.4 a. Picture related questions.
b. Draw the diagram
- Q.5 a. Answer in short
b. Answer in detail.

SA- 1 & SA- 2

- Q.1. a. Fill in the blanks
b. Choose the correct option
- Q.2 a. True or False
b. Name the following
- Q.3 a. Give two examples
b. Match the following
- Q.4 a. Picture related question
b. Define
- Q.5 a. Answer in brief
b. Answer in detail

Maths.- 4

S.N.	Month	Topic	Sub Concept	Activity
1.	June	Ch-1 : Large Numbers	<ul style="list-style-type: none"> - Numbers beyond 9999 - Read and write large numbers - Place value and face value - Comparison of numbers - Order of numbers - Forming numbers 	- Make a face value and place value of the digits by paper strip.
2.	June	Ch-1, Roman Numerals (Continue...)	<ul style="list-style-type: none"> - Read and write roman numbers - Difference between the Hindu Arabic system and the Roman system. 	- Make birth date by Roman numbers with sticks.
3.	July	Ch-2 : Addition and subtraction	<ul style="list-style-type: none"> - Addition without carrying - Addition with carrying - Properties of Addition - Word problems - Subtraction with borrowing - Properties of subtraction - Addition and subtraction together - Word problems 	- Quiz
4	Aug.	Ch-3 : Multiplication	<ul style="list-style-type: none"> - Multiplication Tables 	- Fun Activity
		Ch-4 : Division	<ul style="list-style-type: none"> - Multiplication of 3-4 digit numbers - Properties of Multiplication - Multiplication by multiples of 10 - Word problems - Rounding Numbers - Estimate of sum, difference, Product. - Dividing 3-4 digit numbers by 1 digit - Division by 10 and 100 - Properties of Division - Word problems 	(Multiplication by 11) - Mental maths - Fun Activity Divine Number by 9
5.	Sep.	Ch-4 : Division (Continue....)		
		Ch-8 : Shapes, symmetry and patterns	<ul style="list-style-type: none"> - Tessellation - Curves, plane and basic shapes - Basic concepts - Perspective, Nets 	Make Basic shapes by paper and cardboard - Fun Activity based

Maths.- 4

S.N.	Month	Topic	Sub Concept	Activity
6.	Oct/Nov.	Ch-5 : Multiples and Factors	<ul style="list-style-type: none"> - Tangrams - Patterns - Symmetry - Reflection - Properties of multiples and factors 	<ul style="list-style-type: none"> on patterns - Finding factors by
7.	Dec.	Ch-6 : HCF and LCM	<ul style="list-style-type: none"> - Prime and composite numbers - Divisibility Tests - HCF by Long division method 	<ul style="list-style-type: none"> squared paper. - Quiz
8.	Jan.	Ch-9 : Geometry Ch-7 : Fractions	<ul style="list-style-type: none"> - LCM by same method - Prime Factorization - Properties of HCF and LCM - Points and lines - Line Segment - Plane, Angle - Circles - Fractional parts 	<ul style="list-style-type: none"> - To create circles using paper - Fraction by real
9.	Feb.	Ch-11 : Perimeter and Area	<ul style="list-style-type: none"> - Parts of a collection - Types of fractions - Equivalent fractions - Compare the fractions - Add. and sub. of like fractions - Word problems - Conversion of fractions. - Perimeter and Area of 2-D Shapes 	<ul style="list-style-type: none"> things and objects. - Perimeter of real objects
10.	March.	Ch-10 : Measurement (length Mass and Capacity) Ch-12 : Time	<ul style="list-style-type: none"> - Addition and subtraction in length Mass and capacity - Problems solving - Reading Time 	<ul style="list-style-type: none"> - Stick picture or real objects related each unit. - Make a model of the
		Ch-13 : Data Handling	<ul style="list-style-type: none"> - Use of a.m. or p.m. - Conversion of Time - Time Duration - Interpreting a calendar - Represent the given data in pictographs - Bar Graphs 	<ul style="list-style-type: none"> clock. - Represent the data in the form of a bar graph.

Paper Style

UT - 1 : Ch - 1, 2

UT - 2 : Ch - 5,6,9

UT- 1 & UT- 2

Q.1. Objective type questions

(Blank, True or Flase, Matching)

Q.2 Do as Directed

Q.3 Problem Sums

SA-1 : Ch. : 2,3,4,8

SA-2 : Ch : 7,10,11,12,13

SA- 1 & SA- 2

Q.1. Objectives

Q.2 Do as Directed

Q.3 Problem sums & Bar grpah

HINDI - 4

S.N.	Month	Topic	Sub Concept	Activity
१.	जून	१. यह है त्योहारो का देश	- संस्कृति, समाज और रीति रिवाजों के बारे में जानना	कविता गान
		२. चिड़िया की बच्ची व्याकरण १. भाषा २. वर्ण - विचार	- पक्षी के प्रति प्रेम - मौखिक व लिखित भाषा - संयुक्त व्यंजन, 'र' के रूप व वर्ण-विच्छेद	समूह चर्चा (प्रोजेक्टर)
२.	जुलाई	३. नौकरी की शर्त ४. दातुन बनी ईंधन व्याकरण ३. शब्द ४. वाक्य	- समझदारी दिखाना - समस्या का समाधान - दूसरों की भावना समझना - पर्यावरण के प्रति जागरुकता - वस्तुओं का सदुपयोग - शब्द के भेद - वाक्य के अंग	समूह चर्चा (प्रोजेक्टर) समूह चर्चा (प्रोजेक्टर)
३.	अगस्त	५. सरकस का सिंह व्याकरण ५. संज्ञा ६. लिंग ७. वचन ८. सर्वनाम	- हास्य, पशु जगत के प्रति संवेदना - नामों को जानना - लिंग को जानना - वचन को जानना - संज्ञा के स्थान पर आए शब्दों को जानना	- कविता गान
४.	सितम्बर	६. गुब्बारे में चीता ७. अंडे के छिलके व्याकरण २०. अपठित गद्यांश २१. पत्र लेखन २२. अनुच्छेद लेखन	- जिज्ञासा की भावना - उत्तेजना का भाव - जीव - जंतुओं के प्रति संवेदना	- सरकस पर चर्चा (प्रोजेक्टर) समूह चर्चा (प्रोजेक्टर)
५.	अक्टू	रीवीजन		

HINDI - 4

S.N.	Month	Topic	Sub Concept	Activity
६.	नवम्बर	८. दीक्षा की देन व्याकरण ९. विशेषण २३. संवाद - लेखन	- समाज सेवा - उत्तरदायित्व की भावना - विशेषण को जानना	समूह चर्चा (प्रोजेक्टर)
८.	दिस.	९. गीत खुशी के १०. परोपकारी आर्द्रें ११. पोंगल व्याकरण १०. क्रिया ११. काल १२. अव्यय १३. पर्यायवाची शब्द २४. चित्र वर्णन	- आशा, विस्तार व कल्पना का विस्तार - वैज्ञानिक दृष्टिकोण शोधपरक सोच - देश की संस्कृति, उमंग, उल्लास की भावना । - क्रिया को जानना - कालन को जानना - पर्यायवाची जानना - चित्र देखकर वाक्य लिखना	कविता गान (प्रोजेक्टर) वैज्ञानिक जानकारी देना । भारतीय त्योहारो पर चर्चा (प्रोजेक्टर)
९.	जनवरी	१२. मोहन का दुख १३. शरद का आकाश व्याकरण १४. विराम चिह्न १५. अनेकार्थी शब्द १६. वाक्यांश के लिए एक शब्द १७. विराम चिह्न	- छुआछूत समाप्त करना - प्राकृतिक सौंदर्य और उनकी आनंद भूति करना - विराम चिह्न का उपयोग - वाक्य के लिए एक शब्द	समूह चर्चा (प्रोजेक्टर) कविता गान (प्रोजेक्टर)
१०.	फरवरी	१४. शिक्षा १५. पहाड़-पुरुष व्याकरण १८. अशुद्धि - शोधन १९. मुहावरे २०. अपठित गद्यांश २१. पत्र - लेखन २२. अनुच्छेद - लेखन	- मानवता के प्रति आदर की भावना - दृढ़ निश्चय व समस्या समाधान का बोध - वाक्य के शुद्ध करना	समूह चर्चा (प्रोजेक्टर) समूह चर्चा (प्रोजेक्टर)
११.	मार्च	१६. कमकम, प्लीज कम	- नाम का महत्त्व जानना	समूह चर्चा (प्रोजेक्टर)

ENGLISH LIT.

SR. NO.	MONTH	TOPIC	SUB CONCEPT	ACTIVITY
1.	June	Ch.1 Pippi goes to the circus	Self, Family, home, Friends, Adventure and Imagination	Circle countable and uncountable noun
	June	Poem-1 – The Sick Young Dragon	Factual evaluative type poem	Sing the Poem with rhyming way
2.	July	Ch.2 The Bell of Atri	Rules of society	Tense competition
	July	Ch.3 Henry	Animals and Plants, Science and technology	Write an essay on animals with punctuation
3.	August	Poem-2 lullaby	Poem Formation	Homophones
	August	Ch.4 The Hero of Haarlem	Our neighbourhood and community	Explanation of Pronoun
4.	September	Ch.5 In conversation with J.K. Rowling	Media,art and culture	Role play like interview
	September	Poem-3 Foreign lands	Adventures and Imaginations	
	September	Ch.6 Tenali Rama	Presentence of cleverness	Cross words, adjectives, class interaction
5.	October	Revision & S.A. I Exam		
6.	November	Ch. 7 Play- The caucus- race	Physical activity and sports	Role play
7.	December	Poem-4 Sunday	Self, family, homes	Short Story

	December	Ch.8 The Great Mouse Plot	Friends, Adventures and Imagination	Dictionary work, Group discussion
8.	January	Ch.9 The princess	Adventure of Handicraft	Describe your best experience in five sentences
	January	Poem-5 The river	The world around us	Write five sentences on natural word.
9.	February	Ch.10 The Railway Children	Family values	Essay and story competition
	February	Ch.11 Making a different	The world around us, peace and harmony, science and technology	Punctuation
10.	March	Ch.12 The Girl who Hated books	Values of books	Spellings Game

SYLLABUS

UT-1 : Ch.1 & 2 : Poem-1S.A-1 : Ch. 3,4,5,6 : Poem-2,3

UT-2: Ch.7 & 8: Poem-4S.A-2: Ch. 9,10,11,12: Poem-5

UT -1 & UT-II – Paper Style

Paper Style: SA-I & SA-II

Q1.a. True and false

Q1.a. True / false

b. Fill in the blanks

b. Fill in the blanks

Q2.a. Word meaning

c. M.C.Q.

b. Make sentences

Q2.a. Word meaning

Q3.a. Short/ questions/answer

b. Make sentences

b. Long/ questions /answer

c. Opposites

Q4. R.T.C.

Q3.a. Short/question/answer

Q5.Textual grammar

b. Long/question/ answer

Q4.a. R.T.C.

b. Textual grammar

S.S.- 4

S.N.	Month	Topic	Sub Concept	Activity
1.	June	Ch-1 : The story of the past Ch-2 : Sources of History	<ul style="list-style-type: none"> - What is History - Why do we learn history - Timelines in history - Periods of History - Various sources of History -Coins, Artefacts written records -oral sources 	Discussion on coins
2.	July	Ch-3 : Timelines and calendars Ch-5 : The four domains of the Earth	<ul style="list-style-type: none"> - The need to preserve sources. - The Gregorian calendar - Numbering the years in the Gregorian calendar Saka calendar -Hydrosphere - Atmosphere - Lithosphere - Biosphere 	<p>Timeline</p> <p>Diagram of water cycle.</p>
3.	Aug.	Ch-6 : Major Geographical forms Ch-9 : Physical Geography of India	<ul style="list-style-type: none"> - Continents - Oceans and seas - Mountains, Hills and valleys - Rivers, plateaus and plains - Some other land forms Deserts. -Natural regions and Natural vegetation. - The Great Indian desert - The southern plateau - The coastal plains - The Island region - The Rivers of India. 	<p>Map Activity</p> <p>Continents</p> <p>Map activity (Rivers)</p>

4.	Sep.	Ch-10: Political divisions of North India. Ch-11. : Political divisions of East India	-Mountain states -Divisions in the plains. -Bihar - West Bengal - Odisha - Assam	Map Activity (States)
5.	Oct	Revision ---- SA-1		
6.	Nov.	Ch-4 : A Good Citizen	- Civic Sense - Who is a Neighbour - The place around us - Election	- Discussion on Responsibilities of good student
7.	Dec.	Ch-7 : Types and elements of maps Ch-8 : Motion of the Earth	- Types of Map - Understanding size in maps - Reading maps - Symbols - The Earth's axis - Rotation causes day and night - Revolution - Leap year - How seasons happen	Diagram
8.	Jan	Ch-12 : Political Divisions of North - East India. Ch-13 : Political divisions of central India.	-Sikkim - Arunachal Pradesh - Nagaland - Manipur - Mizoram - Tripura Meghalaya - Madhya Pradesh - Jharkhand - Chhattisgarh - Telangana	Map activity

9.	Feb	Ch-14 : Political Divisions of Western India. Ch-15: Political divisions of South India. Ch-16: People of India.	<ul style="list-style-type: none"> - Rajasthan - Gujarat - Daman and Diu. - Dadra and Nagar Haveli - Maharashtra - Goa. - Karnataka - Andhra pradesh - Kerala - Tamil Nadu - The union Territory of puducherry - Andaman and Nicobar Islands. - Food - Festivals - Languages - Unity in diversity. 	<p>Map activity</p> <p>Picture study</p> <p>Paste picture of different festivals food with state.</p>
10.	Mar	Ch-17: Our Environment Pollution and protection.	<ul style="list-style-type: none"> - Causes effects and prevention of pollution. - Water pollution - Noise pollution - Soil pollution - The Three R's. 	Activity on 3R's

Paper Style

Syllabus

UT - 1 : Ch - 1, 2

UT - 2 : Ch - 4, 7

UT- 1 & UT- 2

Q.1.A.Choose the correct word

B. Fill in the blanks

Q2.A Matching

B. T or F

Q3. Define

Q4. Answer the following

Q5. Answer in detail

SA-1 : 3,5,6,9,10,11,

SA-2 : 8,12,13,14,15,16,17

SA- 1 & SA- 2

Q.1.A.Choose the correct word

B.Fill in the blanks

Q2. A.Match the following

B.T or F

Q3. A.Define

B.Unscramble / Missing letter

C. State its capital

Q4. A. Answer in one sentence

B Answer the following

Q5. A. Diagram

B .Identify the Picture

C .Map Activity

COMPUTER – 4 ICSE

Sr. No	Month	Topic	Sub Topic	Activity
1	June	Ch 1 Data Storage and Memory	<ul style="list-style-type: none"> - Data versus information - Bits and bytes - Silicon Chips - Computer Memory - Primary/secondary memory 	Make a presentation on storage devices.
2	July	Ch.2 Desktop Operations Ch.3 Introduction to MS Word 2013	<ul style="list-style-type: none"> - Windows desktop - Screen saver - Arranging open windows on the desktop - Taskbar - Customizing the Taskbar - System tray - Quick launch bar - Changing date and time - Applying a theme on windows - Adjusting sound - Starting MS Word 2013 - Parts of the Word 2013 - Editing a document - Undo and Redo commands - Copying and moving text 	<p>Change the wallpaper of your computer. Then add a shortcut to the Calculator program on your desktop</p> <p>Write 5 points in MS Word on My Family</p>
3	Aug	Ch 4 Formatting in MS Word 2013	<ul style="list-style-type: none"> - Formatting text - Text effects - Highlighting text - Changing case - Applying borders and shading - Format Painter - Line and paragraph spacing - Printing a document 	Ch 4 practical in Computer Lab
4	Sep	Ch.5 Editing in MS Word	<ul style="list-style-type: none"> - Spelling and Grammar - Using Thesaurus - Changing case - Finding and Replacing text - Bullets and numbering - Symbols 	Ch.5 practical in Computer Lab
<div style="background-color: #007bff; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Remove it Now</div>				
			Revision Ch.1 to 5	
5	Nov	Ch.6 Introduction to Internet	<ul style="list-style-type: none"> - What is the Internet? - History of the Internet - Uses of the Internet - Connecting to the Internet - Browsing the Internet - Search engines 	Find information about Mahatma Gandhi from Internet and make presentation
6	Dec	Ch.7 Introduction to PowerPoint 2013	<ul style="list-style-type: none"> - Introduction - Starting PowerPoint 2013 - Parts of PowerPoint - Templates - Creating a new presentation - Adding text/new slide/pictures - Viewing slides - Saving a presentation - Opening a saved presentation - Exiting PowerPoint 	Ch.7 practical in Computer Lab
7	Jan	Ch 8 Step-wise thinking	<ul style="list-style-type: none"> - Reasoning and Problem solving 	

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VIP Benefits:

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2. No trial watermark on the output documents.

Sr. No	Month	Topic	Sub Topic	Activity
8	Feb	Ch.9 Managing Files and folders	- Windows 7 desktop - Windows 7 Icons - Windows Explorer - Deleting a file or folder	Ch.9 practical in computer lab
9	Mar		Practice of MS Word , MS PowerPoint in Computer Lab Revision of Ch.4 to Ch.9	

Paper Style– 4

Unit Test – 1 Ch.1 and 2

- Q.1 Fill in the blanks
- Q.2 Multiple choice questions
- Q.3 True or False/Write the following units of memory in ascending order
- Q.4 Match the following/Who am I?
- Q.5 Answer the following questions
- Q.6 Write the following features in the correct columns

Unit Test – 2 Ch.5 and 6

- Q.1 Fill in the blanks
- Q.2 Multiple choice questions
- Q.3 True or False
- Q.4 Match the following/Who am I
- Q.5 Answer the following questions
- Q.6 Write the keyboard shortcut for the following

This is a watermark for trial version, register to get full one!

SA – 1

Ch.1-3 Benefits:

- Q.1 Fill in the blanks
 - Q.2 Multiple choice questions
 - Q.3 True or False/Write the following units of memory in ascending order
 - Q.4 Match the following/Who am I?
 - Q.5 Answer the following questions
 - Q.6 Write the following features in the correct columns
 - Q.7 Write the keyboard shortcut for the following
1. Converts the whole document.
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SA – 2

Ch.4 to 9

- Q.1 Fill in the blanks
- Q.2 Multiple choice questions
- Q.3 True or False
- Q.4 Match the following/Who am I?
- Q.5 Answer the following questions
- Q.6 Write the following features in the correct columns
- Q.7 Write the keyboard shortcut for the following

Remove it Now

COMPUTER – 4 ICSE

Sr. No	Month	Topic	Sub Topic	Activity
1	June	Ch 1 Data Storage and Memory	<ul style="list-style-type: none"> - Data versus information - Bits and bytes - Silicon Chips - Computer Memory - Primary/secondary memory 	Make a presentation on storage devices.
2	July	Ch.2 Desktop Operations Ch.3 Introduction to MS Word 2013	<ul style="list-style-type: none"> - Windows desktop - Screen saver - Arranging open windows on the desktop - Taskbar - Customizing the Taskbar - System tray - Quick launch bar - Changing date and time - Applying a theme on windows - Adjusting sound - Starting MS Word 2013 - Parts of the Word 2013 - Editing a document - Undo and Redo commands - Copying and moving text 	<p>Change the wallpaper of your computer. Then add a shortcut to the Calculator program on your desktop</p> <p>Write 5 points in MS Word on My Family</p>
3	Aug	Ch 4 Formatting in MS Word 2013	<ul style="list-style-type: none"> - Formatting text - Text effects - Highlighting text - Changing case - Applying borders and shading - Format Painter - Line and paragraph spacing - Printing a document 	Ch 4 practical in Computer Lab
4	Sep	Ch.5 Editing in MS Word	<ul style="list-style-type: none"> - Spelling and Grammar - Using Thesaurus - Changing case - Finding and Replacing text - Bullets and numbering - Symbols 	Ch.5 practical in Computer Lab
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			Revision Ch.1 to 5	
5	Nov	Ch.6 Introduction to Internet	<ul style="list-style-type: none"> - What is the Internet? - History of the Internet - Uses of the Internet - Connecting to the Internet - Browsing the Internet - Search engines 	Find information about Mahatma Gandhi from Internet and make presentation
6	Dec	Ch.7 Introduction to PowerPoint 2013	<ul style="list-style-type: none"> - Introduction - Starting PowerPoint 2013 - Parts of PowerPoint - Templates - Creating a new presentation - Adding text/new slide/pictures - Viewing slides - Saving a presentation - Opening a saved presentation - Exiting PowerPoint 	Ch.7 practical in Computer Lab
7	Jan	Ch 8 Step-wise thinking	<ul style="list-style-type: none"> - Reasoning and Problem solving 	

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VIP Benefits:

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Sr. No	Month	Topic	Sub Topic	Activity
8	Feb	Ch.9 Managing Files and folders	- Windows 7 desktop - Windows 7 Icons - Windows Explorer - Deleting a file or folder	Ch.9 practical in computer lab
9	Mar		Practice of MS Word , MS PowerPoint in Computer Lab Revision of Ch.4 to Ch.9	

Paper Style– 4

Unit Test – 1 Ch.1 and 2

- Q.1 Fill in the blanks
- Q.2 Multiple choice questions
- Q.3 True or False/Write the following units of memory in ascending order
- Q.4 Match the following/Who am I?
- Q.5 Answer the following questions
- Q.6 Write the following features in the correct columns

Unit Test – 2 Ch.5 and 6

- Q.1 Fill in the blanks
- Q.2 Multiple choice questions
- Q.3 True or False
- Q.4 Match the following/Who am I
- Q.5 Answer the following questions
- Q.6 Write the keyboard shortcut for the following

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SA – 1

Ch.1 VIP Benefits:

- Q.1 Fill in the blanks
 - Q.2 Multiple choice questions
 - Q.3 True or False/Write the following units of memory in ascending order
 - Q.4 Match the following/Who am I?
 - Q.5 Answer the following questions
 - Q.6 Write the following features in the correct columns
 - Q.7 Write the keyboard shortcut for the following
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SA – 2

Ch.4 to 9

- Q.1 Fill in the blanks
- Q.2 Multiple choice questions
- Q.3 True or False
- Q.4 Match the following/Who am I?
- Q.5 Answer the following questions
- Q.6 Write the following features in the correct columns
- Q.7 Write the keyboard shortcut for the following

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